Purpose

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Use this procedure to delete an Expense Report that has been rejected by the approver(s).

Trigger

An Expense Report has been rejected and needs to be deleted.

Prerequisites

- An expense report exists and has been rejected.
- Employee is able to log into ESS portal.

Menu Path

There is no menu path for actions conducted in the portal.

Transaction Code

Portal

Helpful Hints

- None

Procedure

1.   Start the transaction using the menu path or transaction code.

Universal Worklist - SAP NetWeaver Portal

2.   Click the **Employee Self-Service** tab   Employee Self-Service .

This function is used to delete an expense report from the travelers list before it is approved and paid.

My Overview - SAP NetWeaver Portal

3.   Click the **My Travel and Expenses** tab   My Travel and Expenses .

PageBuilder

4.   Click the **My Trips and Expenses** label   My Trips and Expenses .

Traveler Work Center

5.   Select the Expense Report for deletion by clicking the **Gray Box** next to the correct **Trip Number**. For this example, select **Trip Number** 215. Approved Expense Reports can not be deleted.

6.   Click the **Delete** button   Delete .

Delete Expense Report

7.   Click the **Delete** button   Delete .

8.   Click the **Exit** button   Exit .

Result

You have successfully deleted an Expense Report that has been rejected.